



## **CITY OF MOUNTAIN VIEW LIBRARY MEETING ROOMS USE POLICY**

### **POLICY:**

The City of Mountain View Public Library has two primary meeting rooms for programs and groups.

The Community Room is available during Library open hours for Library programs, Library support organizations, such as the Friends of the Library or the Mountain View Library Foundation, as well as Library-cosponsored and City of Mountain View sponsored or related events. The Community Room is not available to outside groups that do not fit in the above categories.

The Monarch Conference Room is available for groups of two to eight people who need a small group meeting space during business hours.

The Library Services Director has the responsibility for the determining appropriate use of the meeting rooms and may make exceptions to the policy.

### **REGULATIONS:**

#### **Community Room**

- Library Board of Trustees and other regularly scheduled meetings will have priority for booking the Community Room.
- Individuals and groups must book the Community Room through the Administrative Office master calendar.
- Room set up must be arranged through the Administrative Office.

- Community Room may be reserved up to six months in advance.

#### Monarch Conference Room

- The room is available from 10:00 a.m. until 4:45 p.m., Monday through Friday, and may be booked on a walk-in basis or by prior reservation up to one month in advance.
- The fee is \$10 per use for up to four hours; \$20 per use for four hours and longer, nonrefundable and payable in advance of using the room.
- Customers must check-in at the Administrative Office.
- The room is equipped with a table, chairs for eight, white board and easel. Customers may bring in their own electronic equipment (e.g., laptop computer or projector).
- No food or beverage, other than bottled water, may be consumed in the Monarch Conference Room.

For information about small group study rooms, refer to the Group Study Rooms Use Policy.

Adopted by the Library Board of Trustees: September 18, 2006

Effective: January 1, 2007

Fee Change Effective: July 1, 2009

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